

Procedures for SCDDSN Involvement in the Interagency Referral Process of Children and Adults to Alternative Residential Placements

Consideration of SCDDSN Individuals for Alternative Residential Placement

A. Provision of Community Based In-Home Supports/Resources

The local DSN Board/Provider Agency must document its efforts of timely and appropriate use of in-home supports and resources in the community (individual's home and/or DSN community residence) to avoid out of home placement or removal from current placement. Justification of why implementation of in-home services and/or DSN residential placement was unsuccessful or not provided should be forwarded to the District Office with other pertinent information for review as part of the critical circumstance packet.

Community Based Supports may include but are not limited to the following:

- ❖ A behavioral consultation under MR/RD Medicaid Waiver for behavior support;
- ❖ Services through the Home and Community Based MR/RD Waiver as appropriate to meet the individual's needs (e.g. appropriate, skilled staff to provide behavioral or therapeutic interventions and not a PCA expected to address such needs);
- ❖ Individual Rehabilitation Supports
- ❖ Family Support
- ❖ Use of WRAP Around Services assistance through the Office Clinical Services (limited slots and on a case by case basis with central office approval)
- ❖ Other appropriate community resources

B. Approval Process for the Critical List

The individual's case must be staffed and approved for critical by the district office.

Children approved for an alternative residential placement must be on the Critical Waiting List.

Adults approved for high management alternative residential placement must be referred from one of the regional centers or if in the community, will be considered on limited case by case basis.

C. Non-Approved Alternative Residential Placement Referrals made by a Local Board/Provider Agency

Funding for alternative residential placements will become the direct financial responsibility of a local DSN Board/Provider Agency if such placements are arranged by local DSN boards without following the above process and obtaining authorization from the Office of Clinical Services (OCS).

D. Referral Process to Alternative Residential Placement

At the direction from the district office the local DSN/provider agency service coordinator will complete a generic referral application form to an alternative residential placement that meets the individual's level of care/needs and that has been approved through the OCS. (See Children's Referral Application Form Attachments). The service coordinator will communicate with the District Office Coordinator and central office Coordinator of Interagency Collaboration during the referral process until the admission is completed.

E. Notification of Admission

Once the individual has been accepted, the service coordinator will notify the district office coordinator who will notify central office coordinator of interagency collaboration of the admission date and any pertinent information related to the transport of the individual to placement.

F. Completion of Authorization Forms for Placement (254 Form and Medical Necessity Forms) and Summary Sheet Forms

The OCS will complete the 254 Medicaid Form and Medical Necessity Form to authorize the alternative placement. The District Coordinator and/or the Coordinator of Interagency Collaboration will complete the Alternative Placement Summary Sheet. The summary sheet is forwarded to the Project Coordinator for DDSN for processing and tracking alternative residential placement information, cost share agreements, and slots.

G. Completion of Authorization (Residential MR/RD Waiver Slot)

For alternative residential placements that require a residential waiver slot (i.e. New Hope Triad Program in Rock Hill; Mentor High Management for Adults; Slots for children aging out of therapeutic foster care), the Level of Care (LOC) must be completed by the Consumer Assessment Team prior to the individual's admission. The service coordinator will notify the District Coordinator and/or the Coordinator of Interagency Collaboration after the LOC has been completed so that an admission date can be coordinated.

The Director of Clinical Services and Deputy State Director of Administration must approve all alternative placements that are shared funding with other agencies or solely funded cases by DDSN. Approval is subject to the availability of appropriate fiscal resources, concurrence with placement resolution, if indicated, and agreement with the Interagency Services Plan.

Alternative Residential Placements for Children Who are Served by Multiple State Agencies and/or Involved in Family Court

A. The Dept. of Juvenile Justice (DJJ)

Juveniles who are incarcerated at the Department of Juvenile Justice (DJJ) institutions and in the community identified by the DDSN Liaison Psychologist/Coordinator of Interagency Collaboration as needing an alternative residential placement should be treated as **critical cases** following the above process for initiating referrals. (Refer to separate procedures for DJJ/DDSN Individuals and DDSN/DJJ Memorandum of Agreement)

DDSN Eligible Children and Adolescents Served through the Interagency System of Care for Emotionally Disturbed Children (ISCEDC) and Department of Social Services (DSS) Managed Treatment Services (MTS)

The local board/provider agency service coordinator should participate in local ISCEDC team staffings involving children or adolescents who are eligible for DDSN services and being served in an alternative residential placement funded through DSS Managed Treatment Services (MTS). Some of these individuals may be served in a MR/RD residential waiver slot provided by DDSN (e.g. if placed at New Hope Triad) and the child's progress and readiness for discharge needs to be tracked by the local service coordinator and reported to the district office coordinator.

If a child is eligible for DDSN services or is suspected of having a developmental delay or disability, the local DSN provider representative/service coordinator will be sent the IST staffing application and invited to the IST meeting by DSS. The DSN representative will staff the case with the district office coordinator (or DDSN Liaison) prior to the IST meeting. If the child's DDSN eligibility is confirmed, the district office coordinator will be invited to attend the meeting. If a child with a developmental delay or disability is determined eligible for ISCEDC funding by the IST, the DSS and DSN caseworkers will coordinate planning and services to ensure that the child receives appropriate services to address their needs.

Interagency cost share agreements are not made on DDSN individuals receiving alternative residential placement services through ISCEDC.

B. Recommendations for Alternative Placement by Other State Agencies at the Local Level

At the local level if another state agency recommends an alternative residential placement, the local board/provider agency service coordinator cannot commit to such a placement but must direct the local state agency representative(s) to contact their own state level office designee to discuss alternative residential placement options with DDSN OCS Coordinator of Interagency Collaboration. The local board, however, can offer assistance with any community based in-home supports the board can provide.

C. Recommendations for Alternative Placement by Family, General Sessions or the Probate Court Systems

All court orders received by a DSN Board/provider Agency must be forwarded to the Central Office of Clinical Services ASAP.

If an individual eligible for DDSN services is appearing in the Family Court, General Sessions Court (if a adolescent being tried as an adult or an adult), or in the Probate Court, the local board/provider agency service coordinator should contact the OCS before the court hearing to discuss the case and for any guidance and recommendations. The OCS may involve DDSN General Counsel if needed.

The local board/provider agency needs to notify the District Office and/or Office of Clinical Services immediately (within two business days) of any Court orders from the Court that 1) name DDSN as the “lead agency”, or 2) name DDSN to staff a case or share cost for a placement with other agencies, and 3) order residential placement by DDSN.

D. Monitoring and Review/State Level Interagency Staffing Process

When DDSN is the lead fiscal agent for an individual in an alternative residential placement (“lead fiscal agent” means DDSN completes the 254 form and is billed by the placement), the Coordinator of Interagency Collaboration and district office coordinator will staff the case within 6 to 9 months (or sooner if needed) with the alternative placement provider and other involved state and local level agency representatives (e.g. DMH, DSS, DOE/LEA) prior to the expiration date of the placement contract (end date on 254 form).

Individual cases in alternative residential placement will receive service coordination in the county where they are placed unless otherwise instructed/approved.

DDSN central and district office representatives and the local board service coordinator (and/or his/her supervisor) will attend state level interagency meetings prepared to discuss the individual’s progress and/or transition plans for discharge/return to the community.

E. Disruptions in Alternative Placement

If an individual disrupts in an alternative residential placement or is at risk for an unplanned discharge due to behaviors, etc. the local service coordinator when notified by the placement should contact the district office coordinator immediately who will notify the OCS.

The Coordinator of Interagency Collaboration will make the necessary contacts to determine if the current placement issues can be resolved and maintained and/or if an interagency staffing is needed quickly with the placement provider. The local service coordinator and district office coordinator will assist by determining if another bed or appropriate placement is available within the DSN system or with another Private Provider. If another alternative placement is determined

appropriate, the local service coordinator will be responsible for initiating the generic referral application as previously noted in the procedures.

Any individual in an alternative residential placement should receive Level I Service Coordination (also refer to Revisions to Level I/Level II Service Coordination Policy).

F. Wrap-Around Services (WRAPS)

Wrap-Around Services (WRAPS) from a private provider agency are available through the OCS on a very limited case by case basis and may be appropriate to help prevent an out of home placement. WRAP services may also be appropriate upon a child's discharge from alternative placement and return home. Discussion of the case by the local service coordinator with the district and clinical services is necessary to determine if authorization of WRAPs for a limited period of time would be appropriate.

WRAPs are not intended to be long-term, life-long, or permanent services.

Revised: 1-2-07
Updated: 1-7-08